



CITY OF BURBANK  
COMMUNITY DEVELOPMENT DEPARTMENT

150 North Third Street, P.O. Box 6459, Burbank, California 91510-6459  
www.burbankca.gov

September 21, 2020

NEO & ASSOCIATES  
EDWARD OSUCH  
2115 HUNTINGTON DRIVE  
SAN MARINO, CA 91108

**RE: Project No. 19-0001528 (Development Review) - Approved**  
Property Located at 4420 West Victory Boulevard

Dear Mr. Osuch,

This letter is to notify you that the Community Development Director has approved your application for Development Review (Project No. 19-0001528) to construct a new 2,999 square-foot one-story building with 10 parking spaces for future retail use on a vacant lot. This property is located at 4420 West Victory Boulevard in the C-3 (Commercial General Business) zoning district. Enclosed is the approval with conditions.

Please be advised the decision of the Community Development Director will become final fifteen (15) days from your approval date (September 21, 2020), unless the decision is appealed to the Planning Board within these 15 days. Any appeal of the Director's decision must be submitted to the Planning Division with the applicable filing fee prior to the expiration of the fifteen (15) day appeal period, or by 5:00 p.m. on October 6, 2020.

If you have any questions concerning this letter, please contact me by phone at (818) 238-5250 or by email at [KChavez@burbankca.gov](mailto:KChavez@burbankca.gov).

Sincerely,

KAREN CHAVEZ  
Planning Technician

cc: Sam A. Mushmel, Property Owner (*via email*)

## **Community Development Department Director's Decision**

**DATE:** September 21, 2020

**PROJECT TITLE:** Project No. 19-0001528 – Development Review Permit

**PROJECT ADDRESS:** 4420 West Victory Boulevard

**APPLICANT:** Edward Osuch, NEO & Associates

**PROJECT DESCRIPTION:** A request for Development Review to construct a new 2,999 square-foot one-story building with 10 parking spaces for future retail use on a vacant lot.

**EXISTING LAND USE & DEVELOPMENT:** The existing Project Site is currently a vacant lot between two existing one story commercial buildings.

**ZONING:** C-3

**GENERAL PLAN:** Corridor Commercial

**MUNICIPAL CODE CONFORMANCE:** The Project, as conditioned, complies with all applicable standards set forth in the Burbank Municipal Code (BMC) including, but not limited to, structure height, open space, floor area ratio, setbacks, parking, and landscaping.

**ENVIRONMENTAL REVIEW:** This project has been determined to be exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15332 (In-Fill Development Projects) of the State CEQA Guidelines. This exemption applies where the project meets the following criteria: (a) The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations; (b) The project occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses; (c) The project site has no value as habitat for endangered, rare, or threatened species; (d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality; and (e) The site can be adequately served by all required utilities and public services. The project meets the criteria to qualify for this exemption.

**DATE SIGN POSTED ON-SITE:** June 24, 2020

**DATE PUBLIC NOTICE MAILED:** June 24, 2020

**DATE OF DEVELOPMENT REVIEW COMMUNITY MEETING:** July 9, 2020

**DATE OF DIRECTOR'S DECISION:** September 21, 2020

**END OF APPEAL PERIOD:** October 6, 2020

Karen Chavez, Planning Technician  
(818) 238-5250

  
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Patrick Prescott, Community Development Director

## **DEVELOPMENT REVIEW PERMIT NO. 19-0001528**

**(4420 West Victory Boulevard – Edward Osuch, Applicant)**

### **Findings for Granting a Development Review Permit**

The Community Development Director finds the proposed project satisfies the requisite findings contained in the Burbank Municipal Code (BMC) Section 10-1-1912 necessary for approval of a Development Review Permit, subject to the attached Conditions of Approval.

*(1) The project complies with all applicable provisions of the Burbank Municipal Code.*

The Project, as conditioned, complies with all applicable standards set forth in the Burbank Municipal Code (BMC) including, but not limited to, structure height, open space, floor area ratio, setbacks, parking, and landscaping, as outlined below:

- *Floor Area Ratio* – The Project complies with the maximum Floor Area Ratio of 1.0 FAR of the lot area when located within the Corridor Commercial General Plan Land Use Designation.
- *Structure Height* – The Project is within the maximum building height of 1 foot height per 1 foot distance from R-1, R-1-H or R-2 Lot Line (or comparable PD Zone) for any part of the structure, as measured from Code-defined grade, which is the average elevation of the ground surface, prior to any construction or grading, as calculated by adding the elevations of the corners of a lot and dividing by that number of corners. The maximum height to top of plate is 16'-6" for the proposed building, and the maximum height to top of roof is 17'-9".
- *Parking* – The required parking for a retail use is 3.3/1,000 square feet for a total of 10 parking spaces. The project would provide the required 10 parking spaces. All of the parking spaces provide the minimum backup radius of 24'-0".
- *Trash/Recycling Collection Areas* – The project complies with the requirements that (1) trash bins shall not be located in any required front or street side yard, but may be permitted within the required interior side and rear yards; (2) trash enclosures shall be recessed or within the structure, or enclosed by a six (6) foot high masonry wall on three (3) sides and have a solid permanent metal gate(s); (3) doors and gates of trash enclosures cannot swing out into any public right-of-way; and (4) If the lot abuts an alley, the trash bin must be directly accessible from the alley.
- *Art in Public Places* – As identified in Condition of Approval #6 for the project, the applicant shall comply with the Art in Public Places requirement established pursuant to Burbank Municipal Code (BMC) Section 10-1-1114.
- *Landscape* – The Project complies with the minimum ten percent of the open parking and driveway areas which shall be landscaped, exclusive of required front and exposed side yard setbacks, by providing 440 square feet, or 12%). Additionally, the project as conditioned complies with tree planting requirements including the number of trees required, tree box size dimensions, and parking lot tree shading requirements.

- *Open Space* – The Project complies with the minimum open space requirements for lots which abut or are adjacent to an R-1, R-1-H or R-2, of 20 feet wide and is including the alley (public right-of-way) within the calculation, as allowed by BMC Section 10-1-718(B)(2).
- *Setbacks* – Structures on lots with less than 75 feet of street frontage and with a height of no more than 25 feet, have no required front or street side yard setbacks on those frontages of 75 feet or less. The Project complies with this requirement and does not propose a front yard setback.
- *Lighting* – The project complies with minimum lighting requirements per BMC Section 10-1-1420 as lighting is provided to prevent glare or direct illumination on adjoining properties and streets, and lighting conforms to standards prescribed by the Public Works Director and shall be installed in all nighttime parking lots used for public parking or for commercial purposes.

(2) *The environmental document prepared for this project was considered prior to project approval and found to satisfy the requirements of CEQA.*

The project has been determined to be exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15332 (In-Fill Development Projects) of the State CEQA Guidelines for in-fill development because the project is consistent with the zoning and General Plan designations of the subject site; is located on a site that is less than five acres, is located within an urbanized area that has no value as a habitat for endangered, rare or threatened species; will not result in any significant effects relating to traffic, noise, air quality, or water quality; and can be adequately served by all required utilities and public services. There is no evidence that the proposed project may have a potentially significant effect on the environment, and the proposed project qualifies for exemption.

(3) *The project, as conditioned, will not have a significant adverse effect on the environment; or, that any remaining significant effects are acceptable due to overriding considerations as provided by CEQA.*

No significant environmental effects as a result of the proposed project have been identified. The project would be located in a highly urbanized area and adverse effects on the environment would be less than significant. In addition, to minimize potential impacts to neighboring properties during construction, the builder will comply with all Burbank Building Division requirements and best practices for construction.

Further, the project has been determined to be exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15332 (In-Fill Development Projects) of the State CEQA Guidelines for in-fill development because the project is consistent with the zoning and General Plan designations of the subject site; is located on a site that is less than five acres; is located within an urbanized area that has no value as a habitat for endangered, rare or threatened species; will not result in any significant effects relating to traffic, noise, air quality, or water quality; and can be adequately served by all required utilities and public services. There is no evidence that the proposed project may have a potentially significant effect on the environment, and the proposed project qualifies for exemption.

(4) *The facilities and improvements, vehicular ingress, egress, and internal circulation, setbacks, building height, location of services, walls, landscaping, lighting, and signs are so arranged that traffic congestion is avoided, pedestrian and vehicular safety and welfare are protected, and surrounding property is protected from adverse effect.*

a. *Facilities and improvements.*

The Project consisting of a 2,999 square-foot one-story building is for a proposed future retail use that would serve the surrounding neighborhood and community. The proposed building is situated towards the front of the property and facilitates a safe pedestrian experience through the use of windows, doors, and landscaping on – or adjacent to – the front façade. Additionally, the building is setback more than 75 feet away from the residential properties at the rear.

b. *Vehicular ingress, egress and internal circulation.*

In order to maximize pedestrian safety along Victory Boulevard, vehicle ingress and egress onto the property occurs towards the rear of the property. The Project provides the required 10 parking spaces on a parking lot that is accessed off an alley that is located behind the project site. The alley is accessed off of Clybourn Avenue and North Manning Avenue. Additionally, the proposed surface parking lot will be limited to one-way traffic to facilitate appropriate internal circulation.

c. *Setbacks.*

The Project complies with the setback requirements and does not propose a front yard setback. Per Section 10-1-718 of the BMC, structures on lots with less than 75 feet of street frontage and with a height of no more than 25 feet, have no required front or street side yard setbacks on those frontages of 75 feet or less. The Project with no proposed setback encourages a pedestrian-oriented environment in the front of the property.

d. *Height of buildings.*

The Project has a maximum height to top of roof of 17'-9". The proposed height is of a size and scale that is appropriate for a pedestrian-friendly environment. In addition, the proposed height is compatible with the surrounding neighborhood consisting of local businesses and single family residential. Additionally, in order to further protect surrounding residential uses, the building is setback more than 75 feet away from the residential properties at the rear.

e. *Location of services.*

The Project, located along West Victory Boulevard, is located in the C-3 (Commercial General Business) Zone which is intended for general business establishments and other commercial uses which are related directly to the highway for patronage. The proposed future retail use would complement the existing local businesses adjacent to the project site and serve the surrounding residential neighborhood.

f. *Walls.*

The Project complies with Section 10-1-1113.1(J) of the BMC requiring that all proposed walls comply with the corner cutoff provisions of Section 10-1-1303. These provisions prohibit structures, objects or features within areas that may pose visibility obstructions of oncoming vehicle and/or pedestrians.

*g. Landscaping.*

The Project complies with Section 10-1-1113.1(J) of the BMC requiring that all proposed landscaping comply with corner cutoff provisions of Section 10-1-1303. These provisions prohibit the use of certain type of landscaping within areas that may pose visibility obstructions of oncoming vehicle and/or pedestrians.

*h. Lighting.*

The Project complies with the minimum lighting requirements per Section 10-1-1420 of the BMC as lighting is provided to prevent glare or direct illumination on adjoining properties and streets. Further, the lighting on the property is required to conform to standards prescribed by the Public Works Director and shall be installed in all nighttime parking lots used for public parking or for commercial purposes.

*i. Signs.*

The Project will be required to obtain a Sign Permit for the proposed sign on the building, and will be required to comply with the applicable sign zoning standards. The applicable sign standards include provisions that prevent glare and direct illumination on adjoining properties and streets.

The project is in compliance with the applicable City zoning standards. In addition, the Project with the associated Conditions of Approval would be compatible with the existing uses in the surrounding neighborhood and would ensure that the Project does not adversely affect the public health, safety, and general welfare of the community.



**DEVELOPMENT REVIEW PERMIT NO. 19-0001528**  
**(4420 West Victory Boulevard – Edward Osuch, Applicant)**

**CONDITIONS OF APPROVAL**

**PLANNING DIVISION**

1. Project No. 19-0001528 approves a Development Review to construct a new 2,999 square-foot one-story building with 10 parking spaces for future retail use on a vacant lot. The Project Site is zoned C-3, Commercial General Business. The General Plan designation is Corridor Commercial.
2. This permit shall expire if the scope of work is not initiated within one year of the date of this approval (expires on September 21, 2021), unless the Property Owner has diligently developed the proposed project as shown by the issuance of a grading, foundation, or building permit and the construction of substantial improvements.
3. The operation/construction on the site shall remain in substantial conformance with the request and with the application materials submitted by the applicant with an approval stamp dated September 21, 2020, and approved and placed on file in the office of the Planning Division.
4. This permit or approval may be modified or revoked by the City should it be determined that the proposed use as permitted by this approval or conditions under which they were permitted are detrimental to the public health, welfare, or materially injurious to property or improvements in the vicinity or if the use is maintained so as to constitute a public nuisance.
5. The applicant shall comply with all federal, state, and local laws. Violations or convictions of any of those laws in connection with the use will be cause for revocation of this permit.
6. The applicant shall comply with the Art in Public Places requirement established pursuant to Burbank Municipal Code (BMC) Section 10-1-1114.
7. The applicant shall provide screening if a venting system is proposed as part of the scope of work.
8. The applicant shall comply with the parking lot landscaping requirements identified in Section 10-1-1418 of the Burbank Municipal Code.
9. The applicant shall provide and be approved for irrigation and landscape plans prior to issuance of Building Permits.
10. The proposed commercial structure is not approved to be a mini-mall as defined in Section 10-1-203 of the Burbank Municipal Code. The project is not parked at the mini-mall parking standards, and therefore cannot be a mini-mall. A mini-mall may be allowed upon City Planner confirmation that the project would comply with the applicable mini-mall parking standards.
11. The lot at 4420 West Victory Boulevard is currently tied with adjoining properties. The Applicant shall work with City staff and the County Recorder's Office in getting the lot untied, so that it is a standalone lot. The lot at 4420 West Victory Boulevard shall be a standalone lot prior to issuance of Building Permits.

12. In the event the adjacent building to the proposed building is demolished, the applicant shall be required that the façade on the east elevation, proposed as a CMU wall, comply with Section 10-1-1113.1(C) of the BMC.
13. During Building Plan Check the applicant shall provide the Planning Division material samples of all proposed materials on the building, including the glass. The Planning Division shall approve the use of the materials prior to the issuance of a building permit.
14. The approval of this Development Review application does not approve a Late Night Business as defined in Section 10-1-203 of the Burbank Municipal Code. In accordance with Section 10-1-1151 of the Burbank Municipal Code, the property owner shall first acquire the approval of a Conditional Use Permit before the operation of a Late Night Business.
15. By signing and/or using this permit, the permittee acknowledges all of the conditions imposed and accepts this permit subject to those conditions and with full awareness of the provisions of Burbank Municipal Code Section 10-1-1913 (Termination of Development Review Approval). Failure of the permittee to sign these conditions does not affect their enforceability by the City or other responsible entity. These conditions are binding upon all future property owners and occupants of the subject property.
16. The applicant shall comply with all enclosed Department/Division comments and Code requirements, and shall be verified by the Building Official or designee, prior to the issuance of any Certificate of Occupancy.
17. The Developer shall list these conditions of approval in all construction plans submitted to the Building Division for a building permit. The Developer shall also provide a separate written document outlining how, or where, each of the conditions have been addressed in the building permit plan set for all City Division/Department conditions enclosed and provide the same number of copies as building plan sets submitted for Building Plan Check.

### **BUILDING DIVISION**

18. All projects shall comply with Title 9, Chapter 1, of the Burbank Municipal Code, and the current edition of the California Building Code, California Residential Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Green Building Standards and Building Energy Efficiency Standards.

The 2016 California Building Standards Code is applicable to projects that submit a building permit application on or before December 31, 2019. The 2019 California Building Standards Code is applicable to projects that submit a building permit application on or after January 1, 2020.

19. Provide all information, calculations, and regulations pertaining to Low Impact Development associated with this project.
20. Justify Floor Area Ratio per current Burbank Municipal Code 10-1-601 (ARTICLE 6. RESIDENTIAL USES AND STANDARDS).



21. The parking layout will have to comply with City standards, including minimum turning radii for accessing parking stalls.
22. The fire-resistance rating for any dwelling or accessory building less than 5ft from the property line shall be 1-hour. The wall shall be rated for exposure from both sides. [CRC Table R302.1 (1)].
  - a. Provide UL or equivalent testing authority number for exterior wall type
  - b. Interior finish material of 5/8" Type 'X' gypsum board is required.
  - c. Exterior finish material must be called out and fire rating information must be provided
23. Exterior walls located less than 3ft to 5 ft minimum fire separation distance (i.e. Property Line, adjacent buildings on same property) shall be:
  - a. 1- hour rated construction with exposure from both sides
  - b. Shall have 25% maximum square footage of wall area openings
  - c. Projections greater than or equal to 2ft to less than 5ft min fire separation distance shall be 1-hr rated on the underside for nonsprinklered building [per CRC Table R302.1 (1)].
24. Development Impact Fees are assessed by the City for construction of new commercial square footage as listed in the Burbank Fee Schedule and Title 10, Article 22, of the Burbank Municipal Code.
25. New construction projects within the City of Burbank are subject to MWELo review. New landscape areas for residential and non-residential projects between 500 and 2,500 square feet requiring a building or landscape permit, plan check or design review will be required to complete, either a Performance or Prescriptive Compliance Method.
26. The property shall comply with accessibility requirements for the various occupancies as stated in California Building Code Chapter 11. Accessibility regulations apply to all common areas and pools and spas.
27. Deferral of any submittal items shall have prior approval of building official. The registered design professional in responsible charge shall list the deferred submittals on construction documents for review.
28. Screening will be required for equipment located in front and side yards. The screening will include the electrical panels, A/C compressor units, gas meters, and transformers. All screening will be subject to approval by Planning and Building divisions, and BWP.
29. Grading and drainage plans will be required, and a separate Grading & Shoring Permit will be required.
30. Construction projects must comply with Best Management Practices for construction and stormwater runoff requirements of the National Pollutant Discharge Elimination System MS4 Permit.

31. The City's mandatory Construction & Demolition Debris Diversion Ordinance requires the recycling and diversion of at least 65% of construction and demolition debris. A refundable deposit and non-refundable administrative fee will be collected prior to permit issuance. The Ordinance applies to all demolitions and to new construction, additions, remodels, renovation, tenant improvement and alteration projects over 500 square feet in scope of work.
32. A stamped setback certification by a Licensed Surveyor will be required to certify the location of the new construction in relation to the setbacks prior to the first foundation inspection
33. Plans submitted for plan check must be stamped by State-licensed architect or engineer unless the project is one of the following listed below and complies with conventional light wood frame construction requirements in the CBC:
- Wood-framed, single-family dwellings not more than two stories in height;
  - Wood-framed, multi-family dwellings not more than two stories in height, and limited to four dwelling units per parcel;
  - Wood-framed, garages or accessory structures for single-family dwellings not more than two stories in height;
  - Non-structural or non-seismic storefronts, interior alterations or additions.
34. Approved hours of construction are:
- Monday – Friday 7:00 am to 7:00 pm  
Saturday 8:00 am to 5:00 pm
- No construction is permitted by contractors or subcontractors after hours, on Sunday or on City holidays without prior written request and approval from the Community Development Department.
35. Plans and reports submitted for Plan Check Review may be submitted electronically. For more information about the online submittal process, please contact Senior Plan Check Engineer Mario Osuna in Building Division at 818-238-5241.
36. All conditions of approval are to be reproduced on the construction document drawings as part of the Approved Construction Set.
37. All Departments that have provide Conditions of Approval are to receive a set of drawings for review and have provided final approval stamp on drawings, prior to issuance of Building Permit.
38. Seven (7) sets of drawings shall be provided at the time of Plan Check Review. The following lists the necessary sheets per department:
- a. Planning – Full set of Plans (C/L/A/S/M/P/E)
  - b. Building & Safety – Full set of Plans (C/L/A/S/M/P/E)
  - c. Public Works – Partial set of Plans (C/L/A/M/P/E)
  - d. Burbank Water & Power Department – Partial set of Plans (C/L/A/M/P/E)
  - e. Burbank Police Department – Partial set of Plans (C/A)
  - f. Burbank Fire Department – Partial set of Plans (A/S)
  - g. Parks & Recreation – Partial set of Plans (C/L)
    - i. Requires Site Plan with existing landscape to be removed
    - ii. Requires Site Plan with new landscape
    - iii. Requires the number of new bedrooms adding

- C – Civil
- L – Landscape
- A – Architectural
- S – Structural
- M – Mechanical
- P – Plumbing
- E – Electrical

## **LANDSCAPING**

39. Upon submittal to the Building Department for permits, the landscape plans will be reviewed for compliance with the Water Efficient Landscape Ordinance. At that time, review comments may be issued that address compliance with the Water Efficient Landscape Ordinance.

## **PUBLIC WORKS DEPARTMENT**

40. Applicant shall protect in place all survey monuments (City, County, State, Federal, and private). Pursuant to California Business and Professions Code Section 8771, when monuments exist that may be affected by the work, the monuments shall be located and referenced by or under the direction of a licensed land surveyor or licensed civil engineer legally authorized to practice land surveying, prior to construction, and a corner record or record of survey of the references shall be filed with the county surveyor. A permanent monument shall be reset or a witness monument or monuments set to perpetuate the location if any monument that could be affected, and a corner record or record of survey shall be filed with the county surveyor prior to the recording of a certificate of completion for the project.
41. No building appurtenances for utility or fire service connections shall encroach or project into public right-of-way (i.e. streets and alleys). Locations of these appurtenances shall be shown on the building site plan and the off-site improvement plans [BMC 7-3-701.1].
42. No structure is permitted in any public right-of-way or any public utility easements/pole line easements [BMC 7-3-701.1, BMC 9-1-1-3203].
43. Any work within the public right-of-way must be permitted and approved by the Public Works Department before construction can commence. All construction work in the public right-of-way must comply with Burbank Standard Plans and must be constructed to the satisfaction of the City Engineer. A Public Works EXCAVATION PERMIT is required. The excavation permit requires a deposit acceptable to the Public Works Director to guarantee timely construction of all offsite improvements. Burbank Standard Plans can be accessed at:  
<http://file.burbankca.gov/publicworks/OnlineCounter/main/index.htm>
44. Off-site improvement plans (in the public right-of-way) must be approved by the Public Works Director. Plans must be submitted in City of Burbank Standard format and as-built plans must be submitted on mylar paper.
45. Submit hydrology/hydraulic calculations and site drainage plans. On-site drainage shall not flow across the public parkway (sidewalk) or onto adjacent private property. It should be conveyed by underwalk drains to the gutter through the curb face or connected to a storm drain facility [BMC

7-1-117, BMC 7-3-102].

46. Plans should include topographic site information, including elevations, right-of-way/property lines, dimensions/location of existing/proposed public improvements adjacent to project (i.e. street, sidewalk, parkway and driveway widths, catch basins, pedestrian ramps).
47. Remove and reconstruct sidewalk fronting the property along West Victory Boulevard per City of Burbank Standard Plans.
48. Resurface (grind and overlay minimum 2") the full alley width fronting the property per City of Burbank Standards. Plans must be submitted in City of Burbank Standard format.
49. Resurface (grind and overlay minimum 2") to the centerline of West Victory Boulevard fronting the property per City of Burbank Standards. Plans must be submitted in City of Burbank Standard format.
50. Any portion of curb or gutter that is broken, uneven or uplifted at the end of the project must be reconstructed to the satisfaction of the City Engineer. The reconstruction will be required whether the damage is pre-existing or is a result of the project. Contact the Public Works Inspection Office at (818) 238-3955 to have these areas inspected and identified after obtaining a Public Works Excavation Permit [BMC 7-3-501].
51. Building access doors may not swing open into the public right-of-way.
52. Additional impacts to street triggered by this project could extend the paving restoration limits.
53. The location, depth, and dimensions of all sanitary sewer lines and easements must be shown on the plans.
54. An Industrial Waste Discharge Permit will be required [BMC 8-1-502 and BMC 8-1-503].
55. Under the current rate structure, pulling the Building Permit for the proposed development is subject to a Sewer Facilities Charge estimated at \$983.86. The charge is due prior to issuance of a Building Permit [BMC 8-1-802 and BMC 8-1-806].  
  
$$\begin{aligned} \text{SFC} &= \text{Proposed Developments} \\ &= \text{Retail Stores } [\$0.323/\text{SF} * 2,999 \text{ SF}] \\ &= \$968.68 \end{aligned}$$

(Note: It is the responsibility of the developer to show proof of the existing sewer usage or existing developments so that the proper credit can be given.)
56. Every building or structure in which plumbing fixtures are installed which conveys sewage must be connected to the municipal wastewater system [BMC 8-1-104].
57. No person shall connect to or tap an existing public sewer without obtaining a permit [BMC 8-1-301].

58. A backwater valve is required on every private sewer lateral(s) connected to a private building(s), unless it can be shown that all fixtures contained therein have flood level rim elevations above the elevation of the next upstream maintenance hole cover of the public sewer serving the property, or a conditional waiver is granted by the Director [BMC 8-1-313]. Please note that Public Works' Wastewater Division will not sign off on the Certificate of Occupancy until the owner/developer provides proof that the backwater valve(s) has been installed.
59. Per BMC 9-3-407, Best Management Practices shall apply to all construction projects and shall be required from the time of land clearing, demolition or commencement of construction until receipt of a certificate of occupancy.
60. Discharges from essential non-emergency firefighting activities (i.e., fire sprinkler system testing) is a conditionally allowed non-storm water discharge into the storm drain system, provided appropriate Best Management Practices (BMPs) are implemented. Please see the attached Fire Suppression Systems discharge form and follow the requirements to comply when conducting the conditionally allowed non-storm water discharge.
61. Certain construction and re-construction activities on private property will need to comply with post-construction Best Management Practices (BMPs), which include Sections 8-1-1007 and 9-3-414.D of the BMC authorizing the City to require projects to comply with the Standard Urban Stormwater Mitigation Plan provisions and the City's Low Impact Development (LID) ordinance. For questions on these requirements, please contact the City's Building Division at (818) 238-5220.
62. Plans A0.1, C-1.1 , and L-100 do not show the same parking lot design. Applicant must submit a parking lot striping plan sheet. The sheet must show:
- a. Parking space width, length, and angle. If the design is double loaded aisle with one-way traffic, the dimensions must be in accordance with BMC 10-1-1401 Table No. 2.
  - b. Wheel stops or barriers must be provided [BMC 10-1-1417D].
  - c. Vehicle turn templates must be shown for entering parking lot, exiting parking lot, and entering/exiting parking space #1, #2, #7, and #8. Use AASHTO Passenger Car Design vehicle.
63. At easterly (exit) driveway, applicant shall install an R5-1 "DO NOT ENTER" sign and a straight pavement arrow pointing towards alley. [BMC 10-1-1417A and C].
64. No visual obstructions shall be erected or maintained in the 5' by 5' visibility cutoff above 3' high or below 10' high at the intersection of the alley and driveway. [BMC 10-1-1303(C)].
65. This development must have a common location or locations for trash enclosures large enough to house an appropriate number of refuse and recycling bins.
66. If greater than four cubic yards of solid waste is generated per week at the location, a waste and recycling plan shall be created for this development and this shall comply with AB 341 requirements.

67. There shall be a designated location on the property for all solid waste containers and/or bins. Containers are not to be visible from the street.
68. Recycling must be provided for all residents/businesses.
69. Businesses must use appropriately sized trash and recycle bins, not individual carts.
70. This type of business typically generates large volumes of cardboard and perhaps scrap- metal. There should be room for growth in the solid waste bin storage area, to account for source separated recycling bins.
71. There must be access for a hauler to service the proposed solid waste bin area.
72. On the Environmental Information sheet the applicant checked "NO" on line 8. By checking this, the applicant stipulates that the project, or the effects of the project, will not produce significant amounts of solid waste or litter. The development will be under state mandated recycling per AB 341. The applicant should show how this is possible by submitting a Solid Waste Management Plan with a comprehensive recycling element. A detail of the bin storage area should be included with means of ingress egress for haulers and the location of solid waste and recycle bins

#### **BURBANK WATER AND POWER – ELECTRIC**

73. The following information shall be included on the construction plans:
  - a. Dimensions/location of existing/proposed public improvements adjacent to the project
  - b. The width and the location of all the existing and proposed easements
  - c. Fully dimensioned building elevations showing height of structure from natural grade
  - d. Proposed location of the electric service panel/meters
  - e. Proposed location of the padmount transformer
74. Plan approval will not be given until an electric service confirmation is obtained. Contact Burbank Water and Power (BWP) Electrical Engineering at (818) 238-3575. The plans must show the pertinent information related to the method of service as specified on the confirmation.
75. A load schedule and secondary service schematic will be required to determine the extent of the electrical load requirements. An electronic copy of a plot plan of the site, showing all the existing and proposed substructures, complying with BWP AutoCAD standards, should also be provided to BWP Electrical Engineering to aid the electrical design. BWP will provide full comments after the electrical sheets are provided. A meeting should be scheduled between the developer, project architect, electrical engineer, and BWP Electrical Engineering early in the design stage of each phase of the project to discuss all the issues and to finalize the location of the facilities.
76. Loads below 5MW will be fed from the existing system but will require upgrades to accommodate the new development, at the developer's cost.
77. The proposed development may require a transformer pad, which has a vault underneath it. No structures are allowed to be constructed underneath this vault.

78. The installation of padmounted transformers and switches will require the use of a crane or boom truck. To facilitate this installation, a vertical clearance of 40' from the transformer or switch pad level should be maintained. Any design that would restrict vertical access clearance to a level below 40' shall be subject to BWP approval.
79. Provide a minimum 14' x 18' clear accessible area at grade level on undisturbed soil with easy crane access 20' wide for each three phase padmount transformer facility.
80. The proposed development may require the installation of 4' x 6' 6" primary pull boxes.
81. Additional conduits may be required to provide for future needs.
82. The developer's contractor will provide as-built drawings showing the exact location of underground substructure installed to serve the property.
83. All substructure work including transformer pads, switch pads, pull boxes, grounding systems, primary conduits and secondary conduits are the responsibility of the developer and shall be done in accordance with BWP drawings and specifications.
84. Any existing and proposed substructure onsite and offsite, which may affect the location of the new underground electrical system and any other improvements, shall be identified and shown on the final plans in order to avoid a potential conflict with other substructure.
85. BWP will provide the following items at the developer's cost:
  - a. Construction drawings for all substructure work;
  - b. Engineering support during construction;
  - c. Inspection of the work performed by the developer's contractor to ensure the work is done per the plans provided by BWP and per BWP specifications;
  - d. Installation of all transformers, switches, primary cables, and metering devices;
  - e. Termination of the secondary cables at the transformer.
86. The developer's contractor shall install secondary conduits, pull cable from the transformer to the switchboard, and terminate the secondary cables on the switchgear.
87. Depending on the location of the switchgear (whether it is outside or inside the building), secondary conduits and cables will be inspected and approved by both the BWP Inspector and the Building Inspector (switchgear inside the building) or by the BWP Inspector (switchgear outside the building).
88. The Building Inspector will provide structural inspection of secondary conduits for compliance with the Building code — concrete encasements, fire walls, support of the conduit package, etc. The BWP Inspector will inspect the amount and size of secondary conduits and cables.
89. The developer's contractor is responsible for protecting any existing BWP facilities in place. Power poles must be protected in place to prevent any movement of the pole butt during excavation. Anchors must also be protected to prevent slippage or exposure that could result in the reduction or loss of holding power. If these requirements cannot be met, then no excavation will be allowed within 3' from the face of poles and 5' from anchors.



90. The developer's contractor is responsible for protecting any existing BWP underground facilities from damage during construction. No crane-imposed loads will be allowed on any existing manhole or pull box structures.
91. Any excavation that restricts vehicular access to existing BWP facilities may require the relocation of such facilities at the developer's cost.
92. The BWP fees for providing electric service are Aid-in-Construction (AIC) charges set forth in Section 3.26 of BWP's Rules and Regulations for Electric Service. AIC charges are to recover the actual cost of:
  - a. Providing and installing new facilities to serve the customer;
  - b. Conducting feasibility studies and engineering;
  - c. Relocating existing overhead or underground facilities.
93. Actual costs vary from project to project, and AIC examples can be found in the BWP "Guide for Electric Service."
94. If any portion of the existing BWP facilities needs to be upgraded or relocated due to the subject project, it will be done at the developer's expense.
95. All electrical installations must conform to the BWP Rules and Regulations for Electric Service (latest revision).
96. Contact BWP Electrical Engineering at (818) 238-3647 (residential) or at (818) 238-3565 (commercial) if the existing service panel requires upgrading.
97. Service to the addition will be from the existing customer-owned facilities.
98. For multi-metered services, all numbering must be completed in a permanent manner at all individual units and meter sockets before service can be energized. See BWP Rules and Regulations, Section 2.68 (c) for acceptable labeling (stenciling or riveted tags is required; permanent marker is unacceptable). Contact Public Works Engineering for unit designations.
99. The service switchboard rating shall be limited to 3000 Amps. Five copies of EUSERC drawings of the switchboard shall be provided to BWP for approval prior to submittal to the manufacturer. Service shall not be energized unless these drawings are provided.
100. Outdoor meter locations are preferred. When adequate exterior wall space is not available, a separately locked, clearly labeled meter room is acceptable. All meter rooms must be located on the ground floor and have two exit doors equipped with panic hardware. At least one door must lead directly outside. BWP must be supplied an access key to the room, which will be installed in a lock box adjacent to the door. The developer shall consult BWP for approved location and obtain a service confirmation prior to any installations.
101. All new metered services require a path for meter communications to BWP communications networks. Installation of meters that fail to continuously communicate with BWP communications networks will require additional BWP approved equipment to be installed at the developer's expense in order to create the appropriate communications path.

102. The developer is responsible for the street-lighting system traversing the project. The streetlight system is required to be underground fed with LED luminaires. If existing lighting conditions do not satisfy this requirement, modification will have to be made at the developer's expense. Standards and luminaries will be supplied by BWP at the developer's expense. A plot plan of the site must be submitted to BWP during the initial planning stage of the project for streetlight design.
103. Any construction that impacts existing streetlight standards or infrastructure will require relocation at the developer's cost.
104. BWP offers high-speed, high-quality fiber optics-based services through its ONE Burbank program. Fiber service is available to the project if desired. For further information, email [support@oneburbank.com](mailto:support@oneburbank.com) or call (818) 238-3113.
105. Contact AT&T at (866) 577-7726 for any phone company facility conflicts. Contact Charter Communications at (818) 847-5013 for any cable television facility conflicts
106. Any trees planted in the area adjacent to the street/alley will be of a type that will not grow into the existing power lines and will also have sufficient clearance from the streetlight facilities.
107. All equipment locations and screening structures will be indicated on the plans and must meet the Community Development Department (CDD) Equipment Screening Guidelines. The plans will include the proposed screening method, height of screening, material finish, and color or species of vegetation. All screen walls, which are a part of, or adjacent to, the proposed building, will be shown on the building elevations. All screen walls detached from the building will be included as a separate elevation. Verification of submittal requirements and recommendations for screening requirements shall be by the CDD Director or their designee.
108. BWP landscaping requirements for transformer pads and switch pads:

Due to the natural maturation of trees and other landscaping elements, the following requirements are to be adhered to:

- a. New plantings within 3' of the back or sides of the pad and within 8' of the front shall be of a groundcover type. This is considered the working zone.
- b. Outside of the working zone, shrubbery is acceptable within 8' of the pads, but trees must be beyond an 8' radius to lessen future root conflicts.
- c. Landscaping grade shall be a minimum of 5" below the grade level of the top of transformer pads. All irrigation and sprinkler systems shall be constructed so that water shall not be directed onto the switch, the transformers, or the concrete pads. Additionally, surface water shall drain away from the concrete pads.

Landscape plans shall adhere to the above requirements, showing proper working clearances for electrical facilities on L-sheets.

109. The electrical design shall comply with California Building Code Title 24 energy efficiency requirements and shall use, wherever practical, surge suppressors, filters, isolation transformers, or other available means to preserve a quality of power of its electrical service and to protect

sensitive electronic and computer-controlled equipment from voltage surges, sags, and fluctuations. BWP also recommends the use of an uninterruptible power supply and a standby generator for critical loads.

110. Power factor correction to a minimum of 90% will be requested to minimize kVA demand as well as energy use. The developer must use California Nonresident Building Standard to consider and implement energy-efficient electrical equipment and devices for minimizing peak demand and wasteful energy consumption.
111. At least 6% of the total parking spaces shall be capable of supporting future Electric Vehicle (EV) Supply Equipment (EVSE). Plan design shall be based on Level 2 EVSE or greater at maximum operating ampacity. Only underground raceways and related underground equipment per BWP standards are required to be installed at the time of construction. Plans shall include the locations and type of EVSE, raceway method(s), wiring schematics, and electrical calculations to verify that the electrical system has sufficient capacity to simultaneously charge all the EVs at all designated EV charging spaces at their full rated amperage. The electrical service panel shall include capacity to simultaneously charge all EVs at their full-rated amperage and shall identify the overcurrent protective devices space(s) reserved for future EV charging purposes as "EV CAPABLE." The future EV charging stations shall be placed at multiple convenient and visible locations within the new parking facilities. This requirement may be superseded by future state building mandates.
112. As part of our efforts to reduce greenhouse gas emissions, improve air quality, and enhance customer service, BWP's EV Charging program promotes the use of electric vehicles by providing rebates for the installation of Level 2 (240V) charging equipment. BWP also installs and maintains a public EV charging network, consisting of 27 Level 2 chargers and 1 DC Fast Charger (480V), with new stations added each year depending on budget and availability. For more information on the rebates and the charging network, please contact Drew Kidd, EV Program Manager, at 818-238-3563 or [dkidd@burbankca.gov](mailto:dkidd@burbankca.gov). Additionally, information can be found at <https://www.burbankwaterandpower.com/electric-vehicles>.
113. BWP will provide a maximum of 400 Amps of single phase 120/240V and 200 Amps of three-phase, 3-wire 240V delta services off of the overhead electrical system. Any services above this set maximum or a different voltage will require the installation of underground padmount transformer facilities at the applicant's expense. A load schedule and single line diagram will be required to be submitted to BWP to determine the service requirements. Since there is a large overhang at the rear of the one-story commercial building, overhead service above or below the roof will not be possible due to ladder access and roof clearance restrictions and minimum/maximum riser height requirements. Overhead service may be possible if drastic modifications to the roof overhang are proposed. Underground service is possible off of the overhead system; but will require separate secondary risers, conduits, traffic-rated pull boxes, and panels. Sufficient wall space will need to be provided for the panel(s) and minimum working clearances are to be provided, as well. Underground service will require an excavation permit to be pulled from Public Works for excavation in the alley. BWP may require the aging secondary riser pole to be replaced at the applicant's expense. A load study will be done, following load schedule submittal, to determine if any transformers will need to be upgraded at the applicant's expense to provide the new service(s).

114. Temporary power service can be fed overhead but will require the temporary power pole to be placed on the lot so that a minimum of 18' of clearance is attained from the alley ground level to the service drop.
115. The existing streetlight standard #SL-108581 will be required to be converted from overhead to underground fed by the applicant. The new streetlight underground infrastructure with 2" conduit can either be installed from the alley to along the side property line of the applicant's lot, with proper setbacks, and with the conduit package surveyed and a 3' public utilities easement processed and recorded; or it can be installed from the alley to along the parkway at Clybourn Ave. and around to a new streetlight pull box and to the streetlight on Victory Blvd. If this path is taken, then an extra streetlight pull box is to be installed at streetlight standard #SL-100118 as well. All underground substructure work will require the applicant to pull excavation permits from Public Works and restore the alley and sidewalk back to their proper conditions. The existing proposed posts along the right side of the property would not allow for the new underground street light conduit to be installed there, unless they were relocated and a minimum of 3' of clearance was provided to any underground substructure.
116. Underground padmount transformer facilities would require the installation of an inter-set primary riser pole in the alley, two (2) 4" primary rigid risers and concrete-encased conduit package with an additional 2" fiber conduit, a new 4' x 6' 6" primary pull box with traffic-rated lid, a 6' x 8' 6" padmount transformer pad and vault, barrier posts, secondary conduit package and cables, and switchgear. A designated 12' x 16' 6" undisturbed transformer area is to be proposed on the applicant's parking lot or adjacent area on the lot. An excavation permit will be required to be pulled from Public Works for the alley excavation. Proposed switchgear located adjacent to the new padmount transformer will require double the distance of required working space if there is not proper egress when the switchgear doors are open.

#### **BURBANK WATER AND POWER – WATER**

117. Include this information on construction plans for plan check:
- a. Size & location of water services (domestic, fire, type & location of the backflow assembly).
  - b. Calculations for sizing of domestic water meter and service (See Attached Sheet).
  - c. Landscape irrigation plans for backflow plan check.
118. Temporary water for construction purposes only may be supplied from the existing service at 4420 W. Victory Blvd only after the owner or contractor has signed up for its use at the Burbank Water and Power, 164 W. Magnolia Blvd., between 8:30 AM and 4:30 PM, Monday through Friday. The existing meter(s) and box(s) are to be protected at all times during demolition of the site and/or construction.
119. The new water service, if required for this project, will come from a (n) 8 inch main in Victory Blvd at a static pressure of approx. 120 psi.
120. Due to the system static pressure at this site, the Building Division requirements for a pressure regulator are to be followed in accordance with the 2016 California Plumbing Code.
121. A copy of this Development Review shall be shown on the applicant's plan submittal.

122. The water service for this project may be required to be provided with protective devices that prevent objectionable substances from being introduced into the public water supply system, per Title 17 of the California Administrative Code. A \$50 backflow prevention plan check fee is due before the plans will be stamped, signed and approved by the Water Division. Both domestic and fire services may require installation of backflow prevention devices. Plan check will take a minimum of five working days. Backflow devices must be installed on private property and as close as possible to the property line.
123. The owner or contractor shall contact BWP Water Division at (818) 238-3500 before the building permit is issued. The drawings will be reviewed for adequate sizing of the service and meter and will take a minimum of five working days. Domestic meter size shall be adequate to provide the required flow, as determined by a licensed plumber or architect, calculated from the number of fixture units for the proposed development, pursuant to the California Plumbing Code 2016, CCR, Title 24, Part 5. Prior to final approval and preparation of an estimate by the BWP Water Division, the applicant shall obtain approval from the City of Burbank Fire Department for appropriate fire service size and appurtenance selection. A deposit will then be collected to cover construction costs for all required services. Construction scheduling will be based on date of receipt of the required drawings, fees and deposit.
124. If the Fire Department requires any new fire hydrants and/or fire services for this development, the owner or contractor shall request an estimate for same from BWP Water Division by calling (818) 238-3500. The full deposit for any required work (including upgrading the fire service/backflow device) must be paid before the Water Division approves the project drawings.
125. A Water Main Replacement Fee (WMRF) is required in accordance with Sections 4.34 (c), (d) and (e) of BWP Water Division Rules and Regulations.  
$$\text{WMRF} = \$125.00/\text{foot} \times 75 \text{ feet} = \$9,375.00$$

#### **BURBANK WATER AND POWER – WATER**

126. The following areas shall be illuminated at all times with light having an intensity of at least two (2) foot-candles at floor level: Every apartment house and hotel, every public hallway, passageway, public stairway, fire escape, elevator, public toilet or bath, means of egress, all open parking spaces and carports, open parking garages and approaches to open garages and carports, all parking structures, and all semi-subterranean and subterranean garages. All outside lighting shall comply with the requirements of Section 5-3-505 BMC. Required lighting devices shall have vandal resistant covers.
127. All buildings and parking structures shall be capable of supporting emergency safety service radio communication systems in compliance with the requirements of Section 9-1-1-2703 BMC. All enclosed and/or subterranean interior areas of this project will be tested upon completion of construction to determine the radio signal transparency. Any buildings or structures which cannot pass the appropriate radio signal strength test may require installation of a radiating cable antennae or internal multiple antennae low power repeater system with or without FCC type accepted bi-directional UHF amplifiers as necessary to meet this requirement.

128. Preventive measures shall be taken to secure any entrances to the building(s) from any parking structures to prevent the possibility of theft or burglary.
129. The architectural design shall allow an unobstructed view, from public rights-of-way, of all ground level entry and exit doors. In the case of commercial buildings, this shall include all ground level windows as well. Landscaping or other barriers shall not obscure visibility.
130. All exterior doors, other than primary entry doors, shall be self-closing and self-locking to prevent trespassing.
131. Secure fencing around the construction site with locking gates and appropriate lighting shall be installed during construction to prevent trespassing and theft. During construction, the Police Department shall be given emergency contact information of contractors and owners for any problems encountered after normal construction hours.
132. To ensure that construction personnel are aware of the restricted construction times, the developer shall install professionally made sign(s) 2 ft. X 3 ft. in size in location(s) satisfactory to the City Planner and the Police Department that states, "NOTICE: THE CITY OF BURBANK LIMITS CONSTRUCTION ACTIVITIES OF THIS PROJECT (DEMOLITION, EXCAVATION, GRADING, ACTUAL CONSTRUCTION, AND LANDSCAPING) as follows: 7:00 AM TO 7:00 PM MONDAY THROUGH FRIDAY, AND FROM 8:00 AM TO 5:00 PM ON SATURDAY. THERE SHALL BE NO WORK PERFORMED ON SUNDAYS OR ON MAJOR HOLIDAYS." Any exceptions would be subject to the approval of the Directors of both the Community Development and Public Works Departments.
133. A construction "truck route plan," which identifies truck routes along major arterials while avoiding residential streets, and the frequency of trips and hours of operation, shall be prepared prior to approval of any demolition, grading, or building permits and approved by the Public Works Director. The plan shall demonstrate avoidance of congested roadways and sensitive receptors (e.g., residential areas) and shall minimize the number of trips and trip lengths to the maximum extent feasible.
134. The developer shall provide a site plan, to the Police Department representative's and the Public Works Director's satisfaction, that shows sufficient off-street parking locations for construction employees and equipment so as to not impact the local residential community or nearby businesses, and shall require contractors to prepare a trip reduction plan for construction crew vehicles to reduce potential vehicle trips on the road. The developer shall place such language (dealing with parking and trip reduction) in all contractor agreements.
135. Buildings shall be numbered with the approval of the enforcing authority. This section shall not prevent supplementary numbering such as reflective numbers on street curbs or decorative numbering. Such numbering will be considered supplemental only and shall not satisfy the requirements of this section.
136. Multiple family dwelling complexes or any building having a separate identifying factor, other than the street number, shall be clearly identified. Each individual unit shall have a unit identifying number, letter, or combination thereof clearly displayed on or near the door.



137. All commercial structures shall display a street number in a prominent position so that it is easily visible from the street. The numbers shall be at least six (6) inches in height, of a color contrasting to the background, and located so they may be clearly seen and read (9-2-105.1(a) BMC). The numbers shall be illuminated during darkness. If the structure has rear vehicle access, numbers shall be placed there as well. The Fire or Police Departments may require the size of the numbers to be increased or provided in additional locations if the distance from or orientation to the street limits visibility. Address numbers shall also be displayed on the roof of the building to be visible from police helicopters. Digits shall be a minimum of 18 X 24 inches with a 3" line width in a color that contrasts with the background.
138. Any building having a separate identifying factor other than the street number shall be clearly identified. Each individual unit shall have a unit identifying number, letter, or combination thereof, prominently displayed.
139. Points of vehicular ingress and egress shall not disrupt the normal flow of traffic on public rights-of-way. Signs and/or physical barriers preventing or restricting certain movements may be required.
140. Stairwells, the interiors of which are not completely visible when first entering, shall have mirrors so placed as to make the whole stairwell interior visible to pedestrians outside.
141. When access to or within a multiple-family dwelling complex, private residential community, or other buildings with multiple occupants is unduly difficult because of secured openings, or where immediate access is necessary for lifesaving or other POLICE purposes, a Series 3200 Knox-Box Security Vault key box and/or a Series 3500 Knox Box key switch shall be installed in an accessible location (9-2-506.1(a) BMC). The POLICE key box/switch may only be obtained directly from Knox and request applications are available only from the Burbank Police Department. The POLICE key box shall be separate from the FIRE key box and shall contain keys to allow access to security gates or doors as required by the Chief of Police. The installation shall occur during the construction phase. Depending on the size of the development, more than one POLICE Knox-Box may be required. Your project requires Knox-Boxes to be installed in the following location(s):  
*Police Knox Box mounted on the wall adjacent to the main front door. The box must be visible while standing at the front door, and easily accessible.*

## **FIRE DEPARTMENT**

142. Provide construction site security by means of a six-foot high fence maintained around the entire site or a qualified fireguard when required by the Fire Code Official.
143. Provide an automatic fire sprinkler system in accordance with the Burbank Municipal Code.
144. Provide electrical supervision for all valves controlling the water supply and all water flow switches on all fire sprinkler systems where the number of sprinklers is 20 or more.
145. Provide a fire alarm system to notify all occupants of automatic fire sprinkler water flow.
146. Provide a Knox key box for fire department access.



147. Provide a Knox KS-2 key access switch for security gates.
148. Provide address numbers a minimum of 4 inches high for residential structures and six inches high for all other occupancies with 3/4-inch stroke to identify the premises. Numbers shall be plainly visible from the street or road fronting the property and from the alley or rear accessway to the property.
149. 2A10BC fire extinguishers shall be provided and located as directed by the Fire Code Official in the field. All portable fire extinguishers shall be installed on a positive latching bracket or within an enclosed cabinet.
150. Exit doors shall be openable from the inside without the use of a key or any special knowledge or effort. All locking devices shall be of an approved type.
151. Provide a fire alarm system.
152. Fire apparatus access roads shall be provided in accordance with the California Fire Code, for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction when any portion of the facility or any portion of an exterior wall of the first story of the building is located more than 150 feet from fire apparatus access as measured by an approved route around the exterior of the building or facility. More than one fire apparatus road shall be provided when it is determined by the chief that access by a single road might be impaired by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access. Access during construction shall be maintained in accordance with the CFC/BMC.
153. Specifications for fire apparatus access roads shall be provided and maintained in accordance with the California Fire Code.
154. Plans for fire apparatus access road shall be submitted to the fire department for review and approval prior to construction.
155. Plans and specifications for fire hydrant systems shall be submitted to the fire department for review and approval prior to construction.
156. When fire protection, including fire apparatus access roads and water supplies for fire protection, is required to be installed, **such protection shall be installed and made serviceable prior to and during the time of construction.**
157. Approved signs or other approved notices shall be provided and maintained, at the expense of the person(s) in possession of the property, for fire apparatus access roads to identify such roads and prohibit the obstruction thereof or both.
158. An approved water supply capable of supplying the required fire flow for fire protection shall be provided to all premises upon which facilities, buildings, or portions of buildings are hereafter constructed or moved into or within the jurisdiction. When any portion of the facility or building protected is in excess of 150 from a water supply on a public street, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and

mains capable of supplying the required fire flow shall be provided when required by the chief.

159. All exits, fire department access and fire protection shall be maintained in accordance with the California Fire Code during construction.
160. Any fire hydrants for this block shall be upgraded with a 4" X 2-2 1/2" outlets. Contact the Water Division at 238-3500 for specifications on the type fire hydrants to be provided.
161. Except as otherwise provided, no person shall maintain, own, erect, or construct, any building or structure or any part thereof, or cause the same to be done which fails to support adequate radio coverage for City emergency service workers, including but not limited to firefighters and police officers. Buildings and structures which cannot meet the required adequate radio coverage shall be equipped with any of the following in order to achieve the required adequate radio coverage: a radiating cable system or an internal multiple antenna system with or without FCC type accepted bi-directional UHF amplifiers as needed. Further information and guidance can be obtained by contacting the City of Burbank Radio Communications shop at (818)238-3601.
162. For parking garages provided with a ventilation system in accordance with the California Building Code "Interior Environment" a remote over-ride switch shall be provided for Fire Department use as assistance for smoke removal. The switch shall be located and clearly marked in a readily accessible location as directed by the Fire Department.
163. The occupancy shall be approved and limited to the number of occupants noted on the plan submitted for review.
164. Provide and maintain an approved occupant load sign in a conspicuous location near the main exit from the room.
165. Any business, except as provided in subdivisions (b) and (c) of Health & Safety Code Section 25503.5, that handles a material or mixture containing a hazardous material that has a quantity at one time during the reporting year equal to, or greater than, a total weight of 500 pounds, or a total volume of 55 gallons, or 200 cubic feet at standard temperature and pressure for compressed gas, shall establish and implement a business plan for emergency response to a release or threaten release of a hazardous material in accordance with the standards prescribed in the regulations adopted pursuant to Section 25503 of the California Health & Safety Code.
166. Assembly Bill (AB) 2286 (Feuer, PDF) was signed by Governor Arnold Schwarzenegger, chaptered on September 29, 2008 and went into effect January 1, 2009. The law requires all regulated businesses and all regulated local government agencies, called Unified Program Agencies (UPA), to use the Internet to file required Unified Program information previously filed by paper forms. This includes facility data regarding hazardous material regulatory activities, chemical inventories, underground and aboveground storage tanks, and hazardous waste generation. It also includes UPA data such as inspections and enforcement actions. All businesses must submit Unified Program-related reporting information to either the statewide electronic reporting system (CERS, California Environmental Reporting System), or if provided by the facility's CUPA, businesses can opt to use the CUPA's local reporting web

portal. For more information about CERS and Unified Program electronic reporting requirements, please go to CERS Central web site at: <http://cers.calepa.ca.gov/>. - See more at: <http://www.calepa.ca.gov/cupa/ereporting/#sthash.7G6KlPcM.dpuf>

167. Businesses that handle materials or mixtures containing hazardous materials that do not exceed the 500 pounds or a total volume of 55 gallons, or 200 cubic feet for compressed gas shall be required to obtain a permit from the Burbank Fire Department for the storage, use and handling of stated inventory. This permit shall be issued for the time period between scheduled inspections conducted by the Burbank Fire Department.
168. In order to determine fire flow requirements for this building, the following information shall be provided prior to issuing a building permit for final fire department plan check:
  - a. Building Type Construction as defined by the California Building Code.
  - b. Square feet of the building.

#### **PARKS AND RECREATION DEPARTMENT**

169. Submit landscape and irrigation plans prepared by a licensed landscape architect. Must comply with Municipal Water Efficient Landscape Ordinance (MWELO) requirements if over 500 square feet of landscape - **Street Trees to remain and Parking Lot Trees Required.**
170. Park Development Fee shall be paid prior to issuance of building permits: \$150 /bedroom.  
N/A
171. Street trees required – **YES**
172. Street trees to remain: **YES**
173. Revise plans to include the following street trees: **Contact Forestry for list of approved street trees if any need to be replaced.**  
All street trees shall be a minimum of 24" box size.  
Trees in grass shall be installed with Arbor Guards.
174. Add note on planting plan:  
**Owner to install the street trees, they must contact the Forestry Supervisor, at (818) 238-5343, at least forty-eight (48) hours prior to installation. Failure to contact the City for inspection and installation may cause the removal and replacement at the owner's expense.**
175. Tree wells required.
176. Provide irrigation bubbler to street trees.
177. Provide automatically controlled irrigation system to the parkway.
178. Remove existing street trees: **NO**

179. Must comply with Art in Public Places Ordinance if building costs are over \$500,000.

180. Additional Comments:

- a. **All Street Trees to remain**
- b. **Please replace any lost landscaping with new landscaping on the property**
- c. **Please provide an Arborist valuation for the trees and Landscape that will be affected/removed for this project.**
- d. **All Parkway Trees must be on the City of Burbank Approved Tree list. Palm Trees are not accepted, unless maintained under a convenient agreement.**

X \_\_\_\_\_  
Signature of Applicant/Permittee

X \_\_\_\_\_  
Signature of Property Owner